

ANNUAL PERKINS APPLICATION, 2006-2007

CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998

This Application is for Title I Part C state-allocated funds.

For school year 2006-2007, the Perkins Annual Application will be submitted to the Office of Career and Technical Education and approved ONLINE through the South Dakota Perkins Accountability Portal. You may use this work packet as a planning tool with career technical teachers and consortium members. NO paper applications should be submitted.

As in the past, however, hard copy of the **Consortium Allocation Transfer of Funds** form, the **General Assurances** page, and **Authorization** page with the original signature of the authorized official of the submitting agency plus 2 copies must be submitted to OCTE.

Department of Education
Office of Career and Technical Education
Attn: Patty Beringer
700 Governors Drive
Pierre, SD 57501-2291

The Office of Career and Technical Education (OCTE) reserves the right to reject any application if the application does not meet the criteria or there is a lack of available funds.

ONLINE APPLICATIONS ARE DUE AT THE OFFICE OF CAREER AND TECHNICAL EDUCATION (OCTE)
NO LATER THAN
MAY 1, 2006

Eligible recipients for Title I Part C state-allocated funds include:

- CATEGORY 1: School districts and postsecondary institutions who were allocated amounts over \$15,000 and are not a member of a consortium or multi-district.
- CATEGORY 2: The five legally constituted career and technical education multi-districts meeting the \$15,000 minimum allocation.
- CATEGORY 3: Consortiums - two or more school districts that have joined together in order to meet the minimum \$15,000 grant requirements.
- CATEGORY 4: Postsecondary institutions that provide vocationally-approved programs meeting the minimum of \$50,000 allocation.
- CATEGORY 5: Schools districts or postsecondary institutions whose allocation falls below the minimum but have received an OCTE-approved waiver.

Purposes of the Perkins Act:

- ◆ further develop the academic, career and technical skills of career and technical students through high standards
- ◆ link secondary and postsecondary career and technical programs
- ◆ increase flexibility in the administration and use of federal funds
- ◆ disseminate national research about career and technical education
- ◆ provide professional development and technical assistance to career and technical educators

DEFINITIONS

Articulation Agreement: The term means a written commitment to a program designed to provide students with a non-duplicated sequence of progressive achievement leading to a degree or certificate in a Tech Prep program.

Career and Technical Education: Organized educational programs offering a sequence of courses or instruction in a sequence or aggregation of occupational competencies directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. These programs must include competency-based, applied learning that contributes to an individual's academic knowledge, higher-order reasoning, and problem-solving skills, work attitudes, general employability skills and the occupationally specific skills necessary for economic independence as a productive and contributing member of society.

Career / Technical Program: A planned sequence of instruction, courses, services or activities designed to meet an occupational objective.

Career and Technical Student Organizations (CTSOs): Secondary and postsecondary career and technical student organizations (CTSOs) offer educational opportunities tied directly to what is being taught in the classroom, including both academic and technical course content. By combining academic, technical, leadership, teamwork and communication skills, as well as a strong focus on citizenship and entrepreneurship, CTSOs are an integral part of the curriculum, not an "extra-curricular" activity.

Displaced Homemaker: An individual who –

- (A)(i) has worked primarily without remuneration to care for a home and family, and for that reason, has diminished marketable skills;
- (ii) has been dependent on the income of another family member but is no longer supported by that income; or
- (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Economically Disadvantaged Person: Identified as a "special population"; individuals who receive free or reduced lunch, receive TANF, receive benefits under the Food Stamp Act, receive services under Title I, Chapter I of the Education Act of 1965 or have other indicators of economic status that identify them as in need of economic assistance.

Eligible Agency: A State Board designated or created consistent with state law as the sole state agency responsible for the administration of career and technical education or for supervision of the administration of career and technical education in the state. In South Dakota, this board is the South Dakota State Board of Education.

Eligible Institution:

- (A) An institution of higher education;
- (B) A local educational agency providing education at the postsecondary level;
- (C) An area career and technical education school providing education at the postsecondary level
- (D) A postsecondary educational institution controlled by the Bureau of Indian Affairs or operated on behalf of any Indian tribe that is eligible to contract with the Secretary of the Interior for the administration of programs under the Indian Self-Determination Act or the Act of April 16, 1934;
- (E) An educational service agency; or
- (F) A consortium of two or more of the entities described in subparagraphs (A) through (E).

Eligible Recipient:

- A) A local educational agency, an area career and technical education school, an educational service agency or a consortium eligible to receive assistance; or
- B) A postsecondary institute or consortium of postsecondary institutions eligible to receive assistance.

Individuals with a Disability:

- (A) A person with a physical or mental impairment that substantially limits one or more major life activities;
- (B) A person with a record of such a physical or mental impairment; or
- (C) A person who is regarded as having such an impairment.

In-Kind Contributions: Facilities, overhead, personnel and equipment fairly valued.

Instructional Materials: Instructional and related or supportive materials, including materials using advanced learning technology, in any occupational field that is designed to strengthen the academic foundation and prepare individuals for employment at the entry level or to upgrade occupational competencies of those previously or presently employed in any occupational field and appropriate counseling and guidance material.

Limited English Proficiency: A secondary school student, an adult or an out-of-school youth who has limited ability in speaking, reading, writing or understanding the English language and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language.

Local Educational Agency (LEA): A board of education (or other legally constituted local school authority) having administrative control and direction of public elementary or secondary schools in a city, county, township, school district or political subdivision in a state, or any other public educational institution or agency having administrative control and direction of a career and technical education program.

Local Plan: Each eligible agency desiring assistance under this Title for any fiscal year shall prepare and submit to the Office of Career and Technical Education a Local Plan for a five-year period, together with such annual revisions as required by OCTE.

Nontraditional Training and Employment: Occupations or fields of work, including careers in computer science, technology and other emerging high skill occupations, for which individuals from one gender comprise fewer than 25% of the individuals employed in each such occupation or field of work.

Prevocational Training Programs: Programs designed to provide attitudinal and motivational services to students prior to their entering career preparatory programs. Programs may also include basic skills development, assessment of student needs, abilities, aptitudes and interests in relation to career and technical education and jobs, as well as guidance and counseling services.

Program: The recipient's entire career system, whether funded with federal or non-federal funds.

Program Areas: Defined as the traditional secondary career and technical disciplines including Technology Education, Marketing, Agriculture, Business and Office, Health Occupations, Family and Consumer Sciences, New and Emerging (Information / Communications Technology), and Trade and Industrial and a wide variety of postsecondary programs, including Agriculture, Business, Health, Information / Computer Technology, and Trades and Industrial.

Sequential Course of Study: An integrated series of courses directly related to the educational and occupational skills' preparation of individuals for jobs or preparation for postsecondary education.

Single Parent: An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.

Special Assistance: Specially designed instruction, teachers' aides to support classroom or laboratory instruction, taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments and other similar services and actions, as well as facility modifications.

Special Populations:

- (A) Individual with disabilities;
- (B) Individuals from economically disadvantaged families, including foster children;
- (C) Individuals preparing for nontraditional training and employment;
- (D) Single parents, including single pregnant women;
- (E) Displaced homemakers; and
- (F) Individuals with other barriers to educational achievement, including individuals with limited English proficiency.

State Board: A board designated or created by state law as the sole state agency responsible for the administration of career and technical education or for supervision of the administration of career and technical education in the state.

State Plan: Each eligible agency desiring assistance under this Title for any fiscal year shall prepare and submit to the US Office of Education a State Plan for a five-year period, together with such annual revisions as the eligible agency determines to be necessary.

Supplanting of Funds: Replacing state or local funds appropriated with federal funds. (In preparing their applications for federal funds, local educational agencies need to be certain that such funds would not replace (supplant) state or local funds appropriated for the same purposes.)

Supplementary / Support Services: Curriculum modification, equipment modification, classroom modification, supportive personnel and instructional aids and devices.

Tech Prep Program: A program of study that –

- (A) Combines at least two years of secondary education (as determined under state law) and two years of postsecondary education in a non-duplicative sequential course of study;
- (B) Strengthens the applied academic component of career and technical education through the integration of academic, and career and technical instruction;
- (C) Provides technical preparation in an area such as engineering technology; applied science; a mechanical, industrial or practical art or trade; agriculture; a health occupation; business or applied economics;
- (D) Builds student competence in mathematics, science and communications (including through applied academics) in a coherent sequence of courses; and
- (E) Leads to an associate degree or a certificate in a specific career field and to high-skill, high-wage employment or further education.

LOCAL USES OF FUNDS

Each eligible recipient receiving funds under this Act **may use NOT more than 5% for administrative purposes.** The balance of the funds may be used as follows:

Required Uses of Local Funds:

1. Strengthen academic, career and technical skills of students through integration of academic, career and technical programs.
2. Provide programs that address all aspects of an industry.
3. Develop, improve and expand the use of technology, which may include professional development, providing students with the ability to enter high technology and telecommunications careers and encouraging schools to work with high technology industries.
4. Provide professional development for teachers, administrators and counselors, including in-service and pre-service training and practices to involve parents and the community.
5. Evaluate programs and assess how special populations are being served.
6. Develop and upgrade programs.
7. Provide services of sufficient size, scope and quality.
8. Link secondary and postsecondary education.

Permissible Uses of Local Funds:

1. Involve parents, business and labor organizations in planning, implementing and evaluating career and technical education programs.
2. Provide career guidance and academic counseling.
3. Provide work-related experiences.
4. Provide programs for special populations.
5. Support local business and education partnerships.
6. Assist Career and Technical Student Organizations.
7. Provide mentoring and support services.
8. Lease, purchase and upgrade equipment.
9. Provide initial teacher preparation, including that for teacher candidates from business and industry.
10. Develop and improve curriculum.
11. Support Family and Consumer Sciences Education.
12. Provide programs for adults and school dropouts to complete secondary education.
13. Provide services for placement in employment and further education.
14. Support nontraditional training and employment.
15. Other activities consistent with purposes of this Act.

Definitions:

Equipment – tangible items that can depreciate, such as digital cameras, computer systems (monitor, keyboard, CPU), modules, welders, etc. Items will be inventoried in the State Inventory System.

Instructional materials – reference books, resource materials, software, other instructional aids, etc.

Standard Unallowable Costs

1. Capital expenditures
2. Equipment and supplies for building maintenance.
3. General storage files or cabinets not designed to store specific tools or equipment.
4. Standard classroom furniture not unique to the instructional program. (Except for new programs.)
5. Furniture, files and equipment utilized by the teacher or instructor. (Except for new programs.)
6. Vehicles such as automobiles, trucks, buses, airplanes, boats, golf carts, snow mobiles, motorcycles.
7. Leasing of vehicles, car rentals, etc.
8. Consumable supplies to be made into products to be sold or to be used personally by students, teachers or other persons (paper, pens, CO₂ cartridges, toner cartridges, batteries, etc.).
9. Instructional aids, uniforms, tools, magazines or other items to be retained by the students.
10. Maintenance contracts, equipment repair and excessive installation costs.
11. Meals, banquets, entertainment.
12. Contingency or "petty cash" funds.
13. Dues/memberships to professional organizations or societies.
14. Gifts, door prizes, pens, monogrammed items such as cups, T-shirts, date books, notebooks, etc.
15. Sewing machines
16. Tuition, fees, distance learning fees
17. Lodging, food, transportation, registration fees, dues for Career Technical Student Organizations
18. Supplanting - see definition, page 4.

ANNUAL APPLICATION (INSTRUCTIONS FOR COMPLETION)

The regular annual application will be submitted ONLINE through the South Dakota Perkins Accountability Portal.

Hard copy of the **Consortium Allocation Transfer of Funds** form, the **General Assurances** page, and **Authorization** page must be submitted bearing the original signatures of the authorized official of the submitting agency for each application category.

Step 1. Page 9 - To be completed only by those school districts/multi-districts whose allocation is less than \$15,000 and who have agreed to sign over their allocation to a consortium fiscal agent. This transfer of funds form must be completed by each LEA signing portions of their basic grant allocation over to a consortium including the fiscal agent school or multi-district center. **Signed forms for a consortium or multi-district must be sent with other signature pages to OCTE.**

Step 2. Page 10-11 – General Assurances. Read and complete only **one General Assurances set for the school, multi-district, consortium or postsecondary institution.**

Step 3. Page 12 - Complete only one Annual Application for Federal Funds - **Authorization Page** for the school, multi-district, consortium or postsecondary institution.

Step 4. Page 13 - List each approved career and technical education program that will be operated during the 2006-2007 school year. This will be entered into the Perkins application online.

Step 5. Page 14 - Use this page to list contracted salaries and benefits that will be used to pay for services/activities that will benefit ALL career and technical education programs.

Step 6. Page 15 - Use this page to list contracted salaries and benefits that will benefit career and technical education at a SPECIFIC site.

Step 7. Page 17 - Use this page to list supplemental/contractual services that will benefit ALL career and technical education programs.

Step 8. Page 18 - Use this page to list supplemental/contractual services that will benefit career and technical education at a SPECIFIC site.

Step 9. Page 20 - Use this page to itemize travel. Include **traveler's name, program name, and site number.** Enter a separate request for each trip. **If teachers want to attend professional development sponsored by OCTE and they do not yet know the dates, they may enter TBA – OCTE-sponsored Professional Development.**

Step 10. Page 22 - Itemize instructional material that will be purchased to benefit ALL career and technical education programs.

Step 11. Page 23 - Itemize instructional material that will be purchased to benefit career and technical education at a SPECIFIC site.

Step 12. Page 25 - Itemize equipment purchases that will benefit ALL career and technical education programs. Be sure to list equipment requests in order of priority and provide written justification, including how the equipment will be used to meet the needs of special population students.

Step 13. Page 26 - Itemize equipment purchases that will benefit career and technical education at a SPECIFIC site. Be sure to list equipment requests in order of priority and provide justification, including how the equipment will meet the needs of special population students.

Step 14. Page 28 - Budget Summary Sheet. Use this page to summarize ALL proposed expenditures of Perkins III funds. Bring the figures forward from the previous forms for this Sheet. THE TOTAL CANNOT EXCEED THE ALLOCATED AMOUNT. We need only one Budget Summary Sheet from each school, consortium, multi-district or postsecondary institution.

FINAL NARRATIVE - Pages 29-30, due with the request for final payment and NO LATER THAN JUNE 30, 2007. Submitted online through Perkins Accountability Portal. Go to <http://vistronix.state.sd.us/octeperkinsapp> and click on the Admin tab to access the form.

LOCAL APPLICATION

CONSORTIUM ALLOCATION TRANSFER OF FUNDS

I certify that the _____ has formed a
Multi-District/Consortium Name

consortium for the purpose of receiving federal vocational funds under Title I -
Part C of the Carl D. Perkins Vocational and Technical Education Act of 1998.

The following federal vocational and technical education funds allocated to

_____ are to be released to
Local Educational Agency

_____, for the school
Multi-District/Consortium Fiscal Agent

year 20_____ - 20_____:

Title I - Part C, Basic Grant – Vocational and Technical Programs \$ _____

Date Signature of Local Education Agency Superintendent

Send ONE SIGNED FORM PER CONSORTIUM MEMBER (if applicable) to the Office of Career and Technical Education.

ANNUAL APPLICATION FOR APPROVAL OF VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998

The attached descriptive and fiscal information is a firm request for assistance from funds available through the Carl D. Perkins Vocational and Technical Education Act. The application is consistent with the purposes of the Act and with the intent of the South Dakota State Plan for the Office of Career and Technical Education.

GENERAL ASSURANCES

This applicant certifies to the South Dakota Board of Education that:

1. All programs, services and activities covered by this application will be conducted in accordance with Titles I, II and III of the Act, Regulations and the State Plan.
2. Federal funds made available will be used to supplement and, to the extent practical, to increase the amount of local funds that would, in the absence of such federal funds, be made available, and in no case to supplant such local funds; supporting documents will be maintained for audit that specifically identify the purpose for which federal funds have been expended.
3. By accepting federal funds, the recipient hereby agrees to establish and maintain fiscal control and accounting procedures, as set forth in current federal regulations, in order to ensure proper disbursement of, and accounting for, federal funds for the intended purpose.
4. By accepting federal and/or state funds, the recipient hereby agrees to repay any funds that have been finally determined through the federal or state audit resolution process to have been misspent, misapplied or otherwise not properly accounted for.
5. Equipment purchased and curriculum developed with federal funds remain the property of the State of South Dakota.
6. The local application has been developed taking into consideration other educational and training resources available in the area including private and trade schools.
7. The applicant maintains documentation to verify the eligibility of students enrolled in programs supported by federal funds for education of students who are members of special populations.
8. The local applicant agrees to comply with all state and federal rules and regulations regarding nondiscrimination on the basis of disability, race, color, national origin and sex.
9. The local applicant agrees that if a curriculum grant is approved, two copies of the materials, booklets, etc. must be sent to Office of Career and Technical Education before final payment is made.
10. The state may terminate this grant within 30 days after approval for violation of this agreement or applicable regulations.
11. Funds expended under this Act will not be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.
12. State and local funds will be used in the schools that are receiving federal funds under the Act to provide services that, taken as a whole, are at least comparable to services being provided in schools that are not receiving such federal funds.
13. Individuals who are members of special populations will be provided with equal access to recruitment, enrollment and placement activities to the full range of career and technical education programs available to individuals who are not members of special populations, including occupationally specific courses of study, cooperative education, apprenticeship programs and, to the extent practicable, comprehensive career guidance and counseling services, and shall not be discriminated against on the basis of their status as members of special populations.

14. Career and technical education planning for individuals with disabilities will be coordinated between appropriate representatives of career and technical education, special education and state vocational rehabilitation agencies.
15. The provision of career and technical education will be monitored to ensure that disadvantaged students and students of limited English proficiency have access to such education in the most integrated setting possible.
16. Career and technical education programs/support activities funded under Title I, Part C, in a consortium arrangement shall be available to ALL students of the participating LEAs in the consortium.
17. No funds made available under this Act shall be used to require any secondary student to choose or pursue a specific career path or major.
18. No funds made available under this Act shall be used to mandate that an individual participation in a career and technical education program, including a career and technical program that requires the attainment of a federally funded skill level, standard or certificate of mastery.
19. No funds provided under this Act shall be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one state to another state if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered.
20. No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that such students may use equipment and facilities purchased with funds under this Act.
21. The portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection (section 325(b)) shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with Federal funds. (Sec 325(a))
22. Funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education Act (IDEA) and services necessary to the requirements of section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education. (Sec. 325(c))
23. All programs, services and activities covered by this application will be conducted in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the U. S. Office for Civil Rights' "Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap."
24. Statistical data (Student Enrollment, Completer Data, Standards and Measures) and financial and descriptive reports required by Office of Career and Technical Education will be submitted on time.
25. **WHEN PLANNING EXPENDITURE OF PERKINS FUNDS, ELIGIBLE RECIPIENTS MUST DESCRIBE HOW THE REQUESTS ARE RELATED TO PERKINS STANDARDS AND MEASURES OUTCOMES, PROGRAM IMPROVEMENT PROCESS (PIP) GOALS, PROGRAM STANDARDS/COMPETENCIES, AND MEASURABLE STUDENT OUTCOMES.**

DESIGNATED OFFICIAL:

Signature: _____

Title: _____

Date: _____

For State Use Only
School No._____

Grant No._____

For State Use Only
Continuing _____
New Program _____

**OFFICE OF CAREER AND TECHNICAL EDUCATION
ANNUAL APPLICATION FOR FEDERAL FUNDS
AUTHORIZATION PAGE, 2006-2007**

School/Institution/Agency Name

Address (zip code)

Phone (area code)

PROJECT TITLE: Perkins Program Improvement

PROGRAM (IF APPLICABLE) _____

PROJECT DURATION Beginning July 1, 2006 Ending June 30, 2007

PERSON INITIATING PROPOSAL _____

E-mail address _____

AUTHORIZED REPRESENTATIVE _____

Signature

Title _____ **Date** _____

E-mail Address _____

><><><><><><><><><>FOR STATE OFFICE USE ONLY<><><><><><><>
APPROVED FUNDING CATEGORY:

Title I, Part B
State Program/Leadership

Title II, Section 204
Tech Prep Education

Title I, Part C
Program Improvement
 Secondary Program
 Postsecondary Program
 Adult Program

Vocational and technical Education funds approved for this application.

\$_____ Total \$_____ Federal \$_____ Other

This application has been disapproved for funding.

Signature of State Director

Date

ANNUAL APPLICATION

CAREER AND TECHNICAL EDUCATION PROGRAMS

List ALL approved career and technical education programs that will be operated for school year 2006-2007.

SCHOOL/AGENCY/INSTITUTION _____

PROGRAM NAME	LOCATION	* ASSIGNED SITE NO.

ANNUAL APPLICATION

FUNDING REQUEST FOR CONTRACTED SALARIES AND BENEFITS

Use this form to list services and activities that will benefit ALL career and technical education programs.

School/Agency/Institution _____

NAME	JOB TITLE/ ACTIVITY	% OF TIME	SALARY Including benefits	STATE OFFICE USE ONLY Disapp.	USE ONLY App.
TOTAL					

* Transfer the total of pages 14 and 15 to the Salary and Benefit line on the Budget Summary Sheet, page 28.

ANNUAL APPLICATION

FUNDING REQUEST FOR CONTRACTED SALARIES AND BENEFITS

Use this form to list services and activities that will benefit career and technical education at a SPECIFIC site.

SCHOOL/AGENCY/INSTITUTION _____

NAME	JOB TITLE/ ACTIVITY	% OF TIME	SALARY including benefits	STATE OFFICE USE ONLY	
Disapp.	App.				
TOTAL					

* Transfer the total of pages 14 and 15 to the Salary and Benefit line on the Budget Summary Sheet, page 28.

Justification for Perkins Requests for Contracted Salaries

You must address at least one of the Questions 1-3 below. You may address all 3 questions, 1 question, or 2 questions. You must provide a description addressing Question 4 below.

1. How will the requested position(s) help the program meet Perkins Core Indicators of Performance (Standards & Measures)?
2. How will the requested position(s) help achieve Program Improvement Process (PIP) Goals?
3. How will the requested position(s) address the Standards/Competencies taught in the program?

4. How will the requested position(s) improve or enhance student learning? How will you measure student outcomes?

ANNUAL APPLICATION

FUNDING REQUEST FOR SUPPLEMENTAL SERVICES

Use this form to list services and activities that will benefit ALL career and technical education programs.

SCHOOL/AGENCY/INSTITUTION _____

Complete this section where Perkins III funds are going to be used to pay for services such as hiring a consultant for teacher in-services, vocational assessment services, curriculum development, tutors, aides, etc.

NAME	JOB TITLE/ ACTIVITY	RATE OF PAYMENT	TOTAL COST OF SUPP/CONT SRVC	STATE OFFICE USE ONLY	
				Disapp.	App.
TOTAL					

* Transfer the total of pages 17 and 18 to the Supplemental/Contractual Services line on the Budget Summary Sheet, page 28

ANNUAL APPLICATION

FUNDING REQUEST FOR SUPPLEMENTAL SERVICES

Use this form to list services and activities that will benefit career and technical education at a SPECIFIC site.

SCHOOL/AGENCY/INSTITUTION _____

PROGRAM _____

Complete this section where Perkins III funds are going to be used to pay for services such as hiring a consultant for teacher in-services, vocational assessment services, curriculum development, tutors, aides, etc.

NAME	JOB TITLE/ ACTIVITY	RATE OF PAYMENT	TOTAL COST OF SUPP/CONT SRVC	STATE OFFICE USE ONLY	
				Disapp.	App.
TOTAL					

* Transfer the total of pages 17 and 18 to the Supplemental/Contractual Services line on the Budget Summary Sheet, page 28.

Justification for Perkins Requests for Supplemental Services

You must address at least one of the Questions 1-3 below. You may address all 3 questions, 1 question, or 2 questions. You must provide a description addressing Question 4 below.

1. How will the requested item(s) help the program meet Perkins Core Indicators of Performance (Standards & Measures)?
2. How will the requested item(s) help achieve Program Improvement Process (PIP) Goals?
3. How will the requested item(s) address the Standards/Competencies taught in the program?

4. How will the requested item(s) improve or enhance student learning? How will you measure student outcomes?

ANNUAL APPLICATION - TRAVEL ITEMIZATION

SCHOOL/AGENCY/INSTITUTION _____

For each PURPOSE OF TRAVEL entry, include Traveler's Name, Program Name, Site Number, and Destination.

PURPOSE OF TRAVEL	TRAVEL EXPENSES ITEMIZATION	STATE OFFICE USE ONLY	
		Disapp.	App.
Name _____ Program _____ Site # _____ Destination/Conference _____	Transportation \$ _____ Meals _____ Lodging _____ Registration _____		
Name _____ Program _____ Site # _____ Destination/Conference _____	Transportation \$ _____ Meals _____ Lodging _____ Registration _____		
Name _____ Program _____ Site # _____ Destination/Conference _____	Transportation \$ _____ Meals _____ Lodging _____ Registration _____		
Name _____ Program _____ Site # _____ Destination/Conference _____	Transportation \$ _____ Meals _____ Lodging _____ Registration _____		
* TOTAL \$ _____			

If teachers plan to attend OCTE-sponsored professional development but do not yet know the dates, they may request it by indicating TBA - OCTE Professional Development.

- Transfer this amount to Travel line on the Budget Summary Sheet, page 28.

Justification for Perkins Requests for Travel

You must address at least one of the Questions 1-3 below. You may address all 3 questions, 1 question, or 2 questions. You must provide a description addressing Question 4 below.

Please submit a separate request for each trip for each person

1. How will the requested travel help the program meet Perkins Core Indicators of Performance (Standards & Measures)?
2. How will the requested travel help achieve Program Improvement Process (PIP) Goals?
3. How will the requested travel address the Standards/Competencies taught in the program?

4. How will the requested travel improve or enhance student learning? How will you measure student outcomes?

ANNUAL APPLICATION

INSTRUCTIONAL MATERIAL ITEMIZATION

Use this form to list all instructional materials that will benefit ALL career and technical education programs.

SCHOOL/AGENCY/INSTITUTION _____

List Instructional Material requests in order of priority.

QUANTITY	ITEM DESCRIPTION	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapp.	App.
* TOTALS					

* Transfer the total of pages 22 and 23 to the Instructional Material line on the Budget Summary Sheet, page 28

ANNUAL APPLICATION

INSTRUCTIONAL MATERIAL ITEMIZATION

Use this form to list all instructional materials that will benefit career and technical education at a SPECIFIC site.

SCHOOL/AGENCY/INSTITUTION _____

PROGRAM _____

List Instructional Material requests in order of priority.

QUANTITY	ITEM DESCRIPTION	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapp.	App.
* TOTALS					

* Transfer the total of pages 22 and 23 to the Instructional Material line on the Budget Summary Sheet, page 28

Justification for Perkins Requests for Instructional Materials

You must address at least one of the Questions 1-3 below. You may address all 3 questions, 1 question, or 2 questions. You must provide a description addressing Question 4 below.

1. How will the requested item(s) help the program meet Perkins Core Indicators of Performance (Standards & Measures)?
2. How will the requested item(s) help achieve Program Improvement Process (PIP) Goals?
3. How will the requested item(s) address the Standards/Competencies taught in the program?

4. How will the requested item(s) improve or enhance student learning? How will you measure student outcomes?

ANNUAL APPLICATION

EQUIPMENT ITEMIZATION

Use this form to list all equipment materials that will benefit ALL career and technical education program.

SCHOOL/AGENCY/INSTITUTION _____

List Equipment requests in order of priority and provide written justification.

QUANTITY	ITEM DESCRIPTION (include make & model)	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapp.	App.
* TOTALS					

* Transfer the total of pages 25 and 26 to the Equipment line on the Budget Summary Sheet, page 28.

ANNUAL APPLICATION

EQUIPMENT ITEMIZATION

Use this form to list all equipment materials that will benefit career and technical education programs at a SPECIFIC site.

SCHOOL/AGENCY/INSTITUTION _____

PROGRAM _____

List Equipment requests in order of priority and provide written justification.

QUANTITY	ITEM DESCRIPTION (include make & model)	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapp.	App.
* TOTALS					

* Transfer the total of pages 25 and 26 to the Equipment line on the Budget Summary Sheet, page 28.

LINKAGE TO THE LOCAL FOUR-YEAR PLAN FOR FUNDS REQUESTED UNDER
EQUIPMENT

Justification for Perkins Requests for Equipment

You must address at least one of the Questions 1-3 below. You may address all 3 questions, 1 question, or 2 questions. You must provide a description addressing Question 4 below.

1. How will the requested equipment help the program meet Perkins Core Indicators of Performance (Standards & Measures)?
2. How will the requested equipment help achieve Program Improvement Process (PIP) Goals?
3. How will the requested equipment address the Standards/Competencies taught in the program?

4. How will the requested equipment improve or enhance student learning? How will you measure student outcomes?

ANNUAL APPLICATION
BUDGET SUMMARY SHEET

SCHOOL/AGENCY/INSTITUTION _____

BUDGET	PERKINS III (FEDERAL) REQUESTED	<u>STATE OFFICE USE ONLY –</u> Do Not Write in This Space	
		TOTAL PERKINS FUNDS APPROVED	AMENDED FUNDS APPROVED
Salary & Benefits			
Supplemental Services			
Travel			
Instructional Materials			
Equipment			
Admin. Fee (maximum of 5% of total allocation)			
TOTAL	* \$	\$	\$

*** THIS TOTAL CANNOT EXCEED PERKINS ALLOCATION. LIST TOTAL PERKINS ALLOCATION HERE \$_____.**

FINAL NARRATIVE 2007

SUBMIT NARRATIVE ONLINE

Go to <http://vistrionix.state.sd.us/octeperkinsapp>. Click on the Admin Tab and complete the form.

AGENCY/INSTITUTION _____

Project Title: PERKINS PROGRAM IMPROVEMENT

Program (if applicable) _____
(Information obtained from approved Authorization Page)

**DUE ONLINE WHEN REQUEST FOR FINAL PAYMENT IS
SUBMITTED**

Please check the Standards and Measures Reports on the Perkins Data Collection Portal.
<http://vistrionix.state.sd.us/octedatacollection> for secondary schools and

<http://vistrionix.state.sd.us/octepsdatacollection> for postsecondary institutions to see if all
programs met all measures. Click on "Reports" tab, school year 2005, school name,
standards & measures, and then each individual report by measure by school.

1. Did all of the career and technical programs included in this application submit the
Standards and Measures (Perkins Core Indicators of Performance)?
___ YES ___ NO

Did the programs meet the negotiated levels of performance? ___ YES ___ NO

If not, describe how measures will be met in subsequent years. How will the school /
agency / institution use Perkins funds to address the deficiencies.

2. Describe the activities that were accomplished that improved the academic and technical
skills of students.
3. What activities and methods were used to teach students about all aspects of the industry
in the program in which the students were enrolled?
4. How were parents, students, business and industry, employee representatives and special
populations, as well as the OCTE Program Improvement Process (PIP), involved in the
evaluation of programs included in this application?
5. Describe how discrimination against special population students was prevented and how
the needs of special population students were met.
6. Describe the activities that were accomplished to increase the enrollment of nontraditional
students.
7. Describe the professional development activities attended that were funded by Perkins III
allocated dollars. Include how the professional development increased program
improvement.
8. Describe the activities that programs accomplished to link secondary and postsecondary
technical education more closely.

9. Describe how Perkins funds were used to improve career and technical education programs.